

EXHIBIT 4-C

INSTRUCTIONS FOR "REQUEST FOR FUNDS FORM"

Each request for payment must also be accompanied by a Uniform Status of Funds Spreadsheet, a Uniform Invoice Tracking Spreadsheet, and a CDBG Project Progress Report. In order to process a Request for Funds, you must fill out sections I, II and III of this form.

Section I – CDBG Recipient Information:

1. DOC/CDBG CONTRACT NUMBER. Enter the DOC/CDBG contract number of the CDBG grant.
2. DRAWDOWN NUMBER. Number consecutively beginning with "1" for the initial request. Enter the appropriate number **and** the word "FINAL" for the final request.
3. TOTAL AMOUNT REQUESTED. Enter the total amount requested. Must be the same as Line 5 of Column D of Section II.
4. NAME AND ADDRESS OF CDBG RECIPIENT. Enter the CDBG recipient's mailing address exactly the same as shown on the Designation of Depository Form.
5. MAKE DEPOSIT PAYABLE TO: Enter the CDBG recipient's name, the account number where indicated, and the name and address of the bank as shown on the Designation of Depository Form.

Section II - Financial Information: Lines 1 through 5 must be completed. Lines 1 through 5 relate to CDBG funds only.

1. COLUMN A. Enter the amount budgeted for lines 1 and 3 (as shown on your DOC approved project budget and attached Uniform Status of Funds Spreadsheet).
2. COLUMN B. Enter the amount expended prior to this draw for lines 1 and 3 (as shown on your DOC approved project budget and attached Uniform Status of Funds Spreadsheet).
3. COLUMN C. Enter the amount requested for this draw for lines 1 and 3 (as shown on your DOC approved project budget and attached Uniform Status of Funds Spreadsheet).
4. COLUMN D. Enter the amount remaining after this draw for lines 1 and 3 (as shown on your DOC approved project budget and attached Uniform Status of Funds Spreadsheet).
5. PERCENT. Enter the calculated percentages as indicated for lines 2 and 4 as appropriate for the approved budget and subsequent expenditures.
6. CASH ON HAND. Enter amount of cash on hand from previous CDBG draw.
7. AMOUNT OF REQUESTS SUBMITTED AND NOT RECEIVED. Enter amount of CDBG funds requested and not yet received.

8. TOTAL PREVIOUSLY DRAWN FROM STATE. For public facilities projects or housing projects without program income, enter the total of line 5, column B. For housing projects with program income, see 9.e. below.
9. PROGRAM INCOME SUMMARY. Enter the amount of program income received to date, and the amount of expenditures to date, each time this form is submitted. Generally only housing rehabilitation or economic development projects need be concerned with this summary. (NOTE: Program income is NOT CDBG grant funds received from DOC).
- a. Program income must be expended before CDBG grant monies.
 - b. Program income is not deducted from the individual line items (Lines 1-5).
 - c. Program income is deducted from Line 5, Column C, Amount Requested.
 - d. Line 5, Column D, will be the grant balance less requested amounts (cumulative total of line 5, Column C).
 - e. Line 8, Column B, will be the grant balance less requested amounts less program income (i.e., the actual money received by the grantee from the CDBG program).
 - f. All program income expenditures must be submitted to DOC for approval using the draw form.
 - g. When the balance on Line 5, Column D is equal to "0", the grantee will have the option of:
 - (1) requesting approval of budget modification in the amount of Line 10; and then
 - (2) Submitting a draw request for no more than the amount of Line 10; or
 - (3) Closing out the project, allowing the DOC to recapture the amount of Line 10.(Note: At the end of the project, the amount on Line 10 should be equal to the amount on Line 5, Column A less the amount on Line 8, Column B.
10. CDBG TOTALS. Total columns A through D on line 5 (as shown on your DOC approved project budget and attached Uniform Status of Funds Spreadsheet).
11. FOR DOC USE ONLY. **Leave blank. This box is only for DOC's use, in order to subtract the 2% retainage on the final drawdown.**
12. REMARKS. Use this space to clarify information.

Section III - Local Approval

Two original authorized signatures from the CDBG recipient are required, along with the date signed and titles of the officials. These signatures must be exactly as shown on the Signature Certification Form. **Photocopied signatures are not acceptable.**

Section IV - DOC Approval

Leave blank. This section is for DOC comment and approval only.

Use an initial copy of the form as a "master" form to avoid unnecessary duplication for subsequent drawdown requests. Type the information for DOC/CDBG Contract Number, Name and Address of CDBG Recipient, "Make Deposit Payable To", and Column A of Section II on this master form. For each subsequent drawdown request, enter the remaining information on a **copy** of this "master" form. **Submit the signed "original" of the drawdown request, retaining a copy for your files.**